

U.S. GOVERNMENT PRINTING OFFICE  
Charleston, SC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Tab Dividers

as requisitioned from the U.S. Government Printing Office (GPO) by the

Document Automation & Production Service  
Jacksonville, FL

Single Award in each of three categories

TERM OF CONTRACT: The term of this contract is for 1 base year beginning Date of Award through March 31, 2005 and four option years. Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of the Contract" and "Economic Price Adjustment."

NOTE: DIRECT ALL QUESTIONS OF A TECHNICAL NATURE CONCERNING THESE SPECIFICATIONS TO REBECCA J. COALE (843) 743-2036 OR E-MAIL [rcoale@gpo.gov](mailto:rcoale@gpo.gov). REFER ALL OTHER QUESTIONS TO THE CONTRACT ADMINISTRATOR – JOY L. MIMS (843) 743-2036 OR E-MAIL [jmims@gpo.gov](mailto:jmims@gpo.gov). NO COLLECT CALLS.

THIS IS A NEW CONTRACT – NO PREVIOUS ABSTRACT IS AVAILABLE

**Bids due by 11:00 a.m. on April 27, 2004.**

**Bids may be submitted via telephonic facsimile (FAX) machine prior to the specified time. TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE. To submit a bid, bidders must execute and submit the "Schedule of Prices" (pages 13 through 17).**

## SECTION 1. - GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (revised April 1996)).

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level IV.
- (b) Finishing (item related) Attributes -- Level IV.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

**Specified Standards:** The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Camera copy/Average Type Dimension on the Page

**SUBCONTRACTING:** Subcontracting will not be permitted.

**OPTION TO EXTEND THE CONTRACT TERM:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "Extension of Contract Term" clause. See also "Economic Price Adjustment" for periodic pricing revision.

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

**Price adjustment period:** For the purpose of this clause, the program years shall comply with the Term of Contract clause. There shall be no price adjustment for orders placed during the first program year of this contract.

**Price adjustment:** The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the second or succeeding, if any, program year(s) (excluding reimbursable postage or transportation costs) shall be modified by the percentage increase or decrease in the seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the succeeding program year.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**PAYMENT:** Submit all billing to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award through March 31, 2005, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

#### REGULATIONS GOVERNING PROCUREMENT

The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

#### POLLUTION PREVENTION AND RIGHT-TO-KNOW INFORMATION

(a) Federal facilities are required to comply with the provisions of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11001-11050) and the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13101-13109).

(b) During performance, in whole or in part, of this contract on a Federal facility, the Contractor shall provide to the Contracting Officer all information needed by the Federal facility to comply with the emergency planning reporting requirements of Section 302 of EPCRA, the emergency notice requirements of Section 304 of EPCRA, the list of Material Data Safety Sheets required by Section 311 of EPCRA, the emergency and hazardous chemical inventory forms of Section 312 of EPCRA, and the toxic chemical release inventory of Section 313 of EPCRA, which includes the reduction and recycling information required by Section 6607 of PPA.

## **SECTION 2.- SPECIFICATIONS**

**SCOPE:** These specifications cover the production of tab dividers requiring such operations as composition, printing, die cutting, laminating, binding, and distribution.

**TITLE:** Tab Dividers.

Although this is an option year contract, all estimates, averages, etc. will be based upon one year's production.

### **CATEGORY I.**

**FREQUENCY OF ORDERS:** Approximately 4-6 orders per year.

**NUMBER OF DIVIDERS/QUANTITY:**

The quantity required will range from 10 to 20,000 copies per order. It is anticipated that there will be approximately 4 orders requiring approximately 15,000 copies per order.

The number of tab dividers per order will range from approximately 1 to 50. Approximately 90% of the orders will require approximately 37 tab dividers; 3 on the left and 34 on the right. Approximately 10% of the orders will require up to 10 tab dividers on the right side in addition to the above mentioned 37 tab dividers.

**TRIM SIZE:** Up to and including 9 x 11" overall 8-1/2 x 11" plus a 1/2" tab extension.

**PRINTING:** Print face only on the tab only in Black ink. Body of tab divider does not print.

**BINDING:** Orders will collate in sets and band with kraft paper not less than 4" in width around the long dimension, or as indicated on the print order.

**DRILLING:** Approximately 3,000 of each order will require drilling of up to 2 round holes, 1/4" in diameter, and positioned at the top center, 2-3/4" from center of hole to center of hole.

**CONSTRUCTION:** Die cut 10 positions per bank on the 11" side. Round outside corners. It is anticipated that the majority of the tabs will be 1/10 cut. No reinforcement required.

**DISTRIBUTION:** Deliver f.o.b. destination to the following addresses as indicated on the GPO Form 2511:

DAPS, Bldg. 25, 2617 Florida Keys Avenue, MacDill AFB, FL 33621, (813) 828-4646, Attn: B. Frizzell.

US Postal Service, 5405 Cypress Center Drive, Suite 330, 3<sup>rd</sup> Floor, Tampa, FL 33609-1026, (813) 739-2020, Attn: Kim Lewis.

**SCHEDULE:** When indicated on the print order, faxed proofs must be received by the agency within 1 workday after contractor is notified of availability of the print order and materials. Complete production and delivery must be made within 3 to 10 workdays.

### **CATEGORY II.**

**FREQUENCY OF ORDERS:** Approximately 10 orders per year.

**NUMBER OF DIVIDERS/QUANTITY:**

The quantity required will range from 10 to 1,000 copies per order, averaging 300 copies per order.

The number of tab dividers per order will range from approximately 1 to 10.

**TRIM SIZE:** Up to and including 17-1/2 x 11" overall 17 x 11" plus a 1/2" tab extension.

**PRINTING:** Print face only or face and back in Black ink. Usually body of tab divider will print one side only and tabs will print head to foot.

**BINDING:** Orders will collate in sets and band with kraft paper not less than 4" in width around the long dimension, or as indicated on the print order.

**DRILLING:** Orders will require drilling of up to 3 round holes, 1/4" in diameter, and positioned on the left, 4-1/4" from center to center.

**CONSTRUCTION:** Die cut 5 positions per bank on the 11" side. Round outside corners. It is anticipated that the majority of the tabs will be 1/5 cut. Some orders may consist of a mixture of cut positions.

The orders will require the dividers to be reinforced on the bind edge, and on the tabs.

Tabs will be reinforced by the lamination method of a single thickness (1.5 mil) of clear plastic, cellulose acetate, polyethylene terephthalate, or equal materials, securely bonded to each side of the divider, shall lap over at least 3/8" on to the base sheet and shall extend at least 3/8" beyond the tab ends. The outer edge of the tab must be smooth.

Binding edge must be reinforced by the lamination method of a single thickness (1.5 mil) of clear plastic, cellulose acetate, polyethylene, terephthalate, or equal material securely bonded to the front and back side of the sheet, extending the full 11" length and approximately 5/8" wide.

**DISTRIBUTION:** Deliver f.o.b. destination to DAPS, Bldg. 721, McFarland Street, NAS Jacksonville, FL 32212, (904) 542-3446, Attn: L. Slaybaugh.

**SCHEDULE:** When indicated on the print order, faxed proofs must be received by the agency within 1 workday after contractor is notified of availability of the print order and materials. Complete production and delivery must be made within 7 workdays.

### **CATEGORY III.**

**FREQUENCY OF ORDERS:** Approximately 10 orders per year.

**NUMBER OF DIVIDERS/QUANTITY:**

The quantity required will range from 35 to 350 copies per order.

The number of tab dividers per order will range from approximately 5 to 70 tab dividers per order.

**TRIM SIZE:** Up to and including 9 x 11" overall 8-1/2 x 11" plus a 1/2" tab extension.

**PRINTING:** Print face only or face and back in Black ink. Usually body of tab divider will not print and tabs will print head to head.

**BINDING:** Orders will collate in sets and band with kraft paper not less than 4" in width around the long dimension, or as indicated on the print order.

**DRILLING:** Order will require drilling of up to 7 round holes, 1/4" in diameter as specified on the print order.

**CONSTRUCTION:** Die cut 4 positions per bank on the 11" side. Round outside corners. It is anticipated that the majority of the tabs will be 1/4 cut. Some orders may consist of a mixture of cut positions.

The orders will require the dividers to be reinforced on the bind edge, and on the tabs.

Tabs will be reinforced by the lamination method of a single thickness (1.5 mil) of clear plastic, cellulose acetate, polyethylene terephthalate, or equal materials, securely bonded to each side of the divider, shall lap over at least 3/8" on to the base sheet and shall extend at least 3/8" beyond the tab ends. The outer edge of the tab must be smooth.

Binding edge must be reinforced by the lamination method of a single thickness (1.5 mil) of clear plastic, cellulose acetate, polyethylene, terephthalate, or equal material securely bonded to the front and back side of the sheet, extending the full 11" length and approximately 5/8" wide.

DISTRIBUTION: Deliver f.o.b. destination to DAPS, Bldg. 313, 734 Atlas Avenue, Patrick AFB, FL 32925, (321) 494-6168, Attn: B. Harrington.

SCHEDULE: When indicated on the print order, faxed proofs must be received by the agency within 1 workday after contractor is notified of availability of the print order and materials. Complete production and delivery must be made within 7 – 10 workdays.

### **ALL CATEGORIES**

GOVERNMENT TO FURNISH: Manuscript, camera copy or printed copy for reprint orders.

Print orders.

Facsimile Transmission Sheets.

Facsimile, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on copy, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

The GPO Imprint requirement is waived.

COMPOSITION: It is anticipated that approximately 55% of the orders on all categories will require composition.

The entirety of each category of composition (text, tabular, and display) must be identical throughout the product(s) ordered under these specifications.

When manuscript copy is furnished, the contractor will be required to set type, same or similar to furnished sample. Most orders will require no more than 3 lines to be set per divider.

PROOFS: The contractor will be responsible for performing all necessary proofreading to insure that the final product is in conformity with the copy submitted. The majority of orders do not require proofs; however, an occasional order may require that the contractor FAX a proof to the agency. Approval/disapproval of the faxed proof will be transmitted to the contractor within one workday after agency has received the fax proof.

The contractor must not print prior to receipt of an "OK to print."

FILMS/REPRODUCIBLES: The contractor must make all films or reproducibles required.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

NOTICE: Copies of the "Government Paper Specifications Standards, No. 11," dated February 1999, are for sale, on a subscription basis, by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402; or on the GPO web site @ <http://www.gpo.gov/qualitycontrol/paperspecs/index.html>.

All paper used in each copy must be of a uniform shade.

White Index, grammage 165 and 200, g/m<sup>2</sup> (basis weight: 90 and 110 lbs. per 500 sheets, 25-1/2 x 30-1/2"), equal to JCP Code K10.

MARGINS: Margins will be as indicated on the print order or furnished copy.

PACKING: Box in suitable units using care to ensure that tabs are not damaged.

LABELING AND MARKING: Reproduce shipping container label from furnished copy, fill in appropriate blanks and attach to shipping containers.

QUALITY ASSURANCE RANDOM COPIES: The contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION: All expenses incidental to the pickup and return of furnished materials, furnishing proofs, and furnishing samples must be borne by the contractor.

INSIDE DELIVERY REQUIRED ON ALL ORDERS.

SCHEDULE: Adherence to this schedule must be maintained.

Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Furnished material must be picked up from and returned to: Document Automation & Production Service, Bldg. 721, McFarland Street, Jacksonville, FL 32212, Attn: L. Slaybaugh, (904) 542-3446.

No definite schedule for pickup of material can be predetermined.

See the specifications for the individual category's schedule.

The ship/deliver date indicated on the print order is the date products ordered f.o.b. destination must be delivered to the destination specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.



### SECTION 3. - DETERMINATION OF AWARD

Procurement under this solicitation will be divided into three categories as follows:

Category I  
Category II  
Category III

The Government will make an award in each category. The lowest bid will be determined by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

#### CATEGORY I

I.

	(1)	(2)
(a)	232	26,400
(b)	XXX	26,400

II.

(a)	26,400
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III.

(a)	700
(b)	6,960
(c)	26,400

**CATEGORY II**

**I.**

	(1)	(2)
(a)	10	30
(b)	40	120
(c)	40	120
(d)	XXX	149
(e)	XXX	1

**II.**

(a)	150
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**III.**

(a)	30
(b)	150
(c)	150
(d)	150
(e)	150

**CATEGORY III**

**I.**

	(1)	(2)
(a)	20	20
(b)	80	80
(c)	XXX	99
(d)	XXX	1

**II.**

(a)	100
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**III.**

(a)	10
(b)	200
(c)	100
(d)	100
(e)	100



**SECTION 4. - SCHEDULE OF PRICES**

GPO Facsimile Number: (843) 743-2068

Bids due by: 11:00 a.m. / Date: April 27, 2004

BIDDERS NAME AND SIGNATURE: Fill out and return\* of all the pages in "Section 4.- Schedule of Prices", initial each in the space provided.

Bidder\_\_\_\_\_

_____	_____	_____	_____
(Address)	(City)	(State)	(Zip)
_____		_____	_____
(Person to be contacted)		(Telephone Number)	(Date)

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\*You may FAX the Schedule of Prices pages; then **submit original Schedule of Prices** pages to the Charleston Printing Procurement Office, 2825 Avenue D, Charleston, SC 29405, **as soon as possible**, for confirmation.  
**MF: Confirmation of prices on Program 6429-S.**

**(NOTE: TELEPHONE QUOTATIONS ARE NOT ACCEPTABLE.**

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**PAYMENT TERMS:**

Discounts are offered for payment as follows: \_\_\_\_\_ percent, \_\_\_\_\_ calendar days. See Article 9 "Discounts" of Solicitation Provisions in GPO Contract Terms (Pub. 310.2).

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**THIS SECTION FOR GPO USE ONLY**

Certified by:\_\_\_\_\_ Date:\_\_\_\_\_  
(Initials)

Contracting Officer:\_\_\_\_\_ Date:\_\_\_\_\_  
(Initials)

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Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided, in the category or categories for which bids are submitted. Bidder may bid in one category and no-bid the other categories. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All billing submitted to the GPO shall be based on the most economical method of production.

**The contractor is cautioned not to perform any operation(s) or produce any product(s) for which a price has not been offered under the contract. Further, the contractor is not to accept print orders which are outside the scope of the contract. Any changes made to the print order MUST be confirmed in writing by the Contracting Officer, Charleston Printing Procurement Office. If such orders are placed by the agency, and no Modification is received from the Charleston GPO, the contractor is to notify GPO Charleston immediately. Failure to do so may result in nonpayment.**

Fractional parts of 100 will be prorated at the per 100 rate.

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(Initials)

**CATEGORY I**

**I. PRINTING, DIE-CUTTING and DISTRIBUTION: (Prices per unique divider, any tab position).**

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) Tab only, printed one side .....	\$_____	\$_____
(b) Die-cutting 1/10 cut.....per 100 tab dividers.....		\$_____

**II. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on each 9 x 11" or 8-1/2 x 11" page-size leaf.

Per 100 leaves

(a) White Index 90-lb.....\$\_\_\_\_\_

**III. ADDITIONAL OPERATIONS:**

(a) Banding with kraft paper bands.....per 100 bands.....\$\_\_\_\_\_

(b) Drilling (each run).....per 100 leaves.....\$\_\_\_\_\_

NOTE: Three holes will be the maximum for any one run.

(c) Collating into sets.....per 100 leaves.....\$\_\_\_\_\_

\_\_\_\_\_  
(Initials)

## CATEGORY II

**I. PRINTING, DIE-CUTTING and DISTRIBUTION: (Prices per unique divider, any tab position).**

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) Tab only, printed one side .....	\$_____	\$_____
(b) Tab only, printed two sides.....	\$_____	\$_____
(c) Body printed one side.....	\$_____	\$_____
(d) Die-cutting 1/3, 1/4, or 1/5 cut.....per 100 tab dividers.....	\$_____	\$_____
(e) Die-cutting any cut other than 1/3, 1/4, or 1/5 cut .....per 100 tab dividers.....	\$_____	\$_____

**II. PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on each 9 x 11" or 8-1/2 x 11" page-size leaf.

Per 100 leaves

(a) White Index 110-lb.....\$\_\_\_\_\_

**III. ADDITIONAL OPERATIONS:**

(a) Banding with kraft paper bands.....per 100 bands.....\$\_\_\_\_\_

(b) Drilling (each run).....per 100 leaves.....\$\_\_\_\_\_

NOTE: Three holes will be the maximum for any one run.

(c) Collating into sets.....per 100 leaves.....\$\_\_\_\_\_

(d) Tab reinforcement (clear).....per 100 tabs.....\$\_\_\_\_\_

(e) Binding edge reinforcement.....per 100 leaves.....\$\_\_\_\_\_

\_\_\_\_\_  
(Initials)



### CATEGORY III

I. PRINTING, DIE-CUTTING and DISTRIBUTION: (Prices per unique divider, any tab position).

	Makeready and/or Setup (1)	Running Per 100 Copies (2)
(a) Tab only, printed one side .....	\$_____	\$_____
(b) Tab only, printed two sides.....	\$_____	\$_____
(c) Die-cutting 1/3, 1/4, or 1/5 cut.....per 100 tab dividers.....	\$_____	\$_____
(d) Die-cutting any cut other than 1/3, 1/4, or 1/5 cut .....per 100 tab dividers.....	\$_____	\$_____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on each 17 x 11" or 17-1/2 x 11" page-size leaf.

Per 100 leaves

(a) White Index 110-lb.....	\$_____
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III. ADDITIONAL OPERATIONS:

(a) Banding with kraft paper bands.....per 100 bands.....	\$_____
(b) Drilling (each run).....per 100 leaves.....	\$_____
NOTE: Three holes will be the maximum for any one run.	
(c) Collating into sets.....per 100 leaves.....	\$_____
(d) Tab reinforcement (clear).....per 100 tabs.....	\$_____
(e) Binding edge reinforcement.....per 100 leaves.....	\$_____

\_\_\_\_\_  
(Initials)